

Analysis Division

OFFICE OF RESEARCH AND REPORTS

2 July 1952

Office Notice R52-30

SUBJECT: Estimates File Responsibility

1. In order to serve its consumers more adequately and to provide research assistance to its own analysts, the Office of Research and Reports has established a central Estimates File. The Economic Accounts Branch of Analysis Division has been assigned the responsibility of maintaining, on a current basis, this complete record of economic intelligence estimates.

2. To insure the accuracy of O/RR estimates in the File, the branches of O/RR are assigned the responsibility of providing the Economic Accounts Branch with all of the estimates which they make. The Estimates File includes the following basic data files: Supply, Production, Inventory, Imports and Exports, Capacity, Consumption, Use Patterns and Requirements and Input Patterns.

3. Subsequent to 1 July 1952 the branches of O/RR will report all estimates, as they are made, to Economic Accounts Branch. Revisions of previous estimates will also be reported currently, not less often than quarterly, negative reports being submitted when the branch wishes to stand on its previous submission. All data in contributions to NIE-65 will be put on cards by the branches.

4. All O/RR estimates which have been made within the past twelve months and have not been published in Reports Division's regular series (such as PR, IP, MP, and so on) will be reported by the responsible branch by 1 September 1952. Four exceptions to this rule are the Task Force One papers (CIA/RR 3-51), contributions to NIE-33 (CIA/RR 6-51), contributions to NIE-40 (CIA/RR 106-51), and the Economic Capabilities papers (CIA/RR 110-51).

5. Economic Accounts Branch will provide the necessary forms and a statement of procedures for the carding of estimates, and will be available for coordination and consultation on matters pertaining to the Estimates File.

ROBERT AMORY, JR.
Assistant Director

RR Distr. No. 3.